

Availability for On-Call Shifts

Date: [Insert Date]

Dear [Manager/Supervisor's Name],

I hope this message finds you well. I am writing to inform you of my availability for on-call shifts for the upcoming week.

Available Shifts:

- [Day, Date]: [Available Times]
- [Day, Date]: [Available Times]
- [Day, Date]: [Available Times]

If you need any further information or if my availability changes, please feel free to reach out. Thank you for considering my availability.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]